

STATE OF NEVADA

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Department of Business & Industry OFFICE OF THE LABOR COMMISSIONER

www.labor.nv.gov

To Whom It May Concern:

Per your request, enclosed are the application, bond and fingerprint cards. You may obtain a copy of Nevada Revised Statutes, Chapter 611, which governs private employment agencies in Nevada, by downloading from the Internet at: www.LaborCommissioner.com

Licenses are issued only on a calendar year basis. Therefore, if you are making application for a Private Employment Agency License near the end of the calendar year, please note that it can take two months to process your application. The license will be valid only until December 31st unless you make application for a renewal license prior to December 15th.

You will find more explicit instructions on the following pages.

REQUIRED DOCUMENTS

Specific information is required for licensing. Before mailing your application for a Private Employment Agency License, please include the information as noted below.

Enclosed

1. Fully completed and signed application _____
- 2.*Certificate of Filing Fictitious Name _____
- 3.* Proof of Incorporation and List of Officers _____
4. Two (2) Affidavits of Witnesses for each applicant _____
5. Copy of each applicants' & witnesses' driver's license _____
6. \$100 license fee (payable to Nevada Labor Commission) _____
7. \$1,000 surety bond, preferably cash _____
8. Samples of forms (print-ready copy) to be used in the business _____

* IF THESE DO NOT APPLY, SHOW N/A IN SPACE